



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 3.2.1	Subject: EMERGENCY PREPAREDNESS
Chapter 3: FACILITY/PROGRAMS OPERATIONS	Page 1 of 3
Section 2: Safety and Emergency Procedures	Revision Date: July 17, 1997 March 8, 1999
Signature: /s/ by Rick Day, Director 3/8/99	Effective Date: Sept. 2, 1996

I. POLICY:

It is the policy of the Department of Corrections to develop and maintain emergency preparedness plans for the purpose of managing emergencies that may arise in any of the Department's facilities or programs..

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of Department of Corrections
7-33-2108, MCA. Mutual Aid Agreements

III. DEFINITIONS:

See Procedures 3.2.1

IV. PROCEDURES:

All Department facilities and programs, including the Helena Office, must develop, maintain, and train staff on current emergency preparedness plans. Emergency plans must be preventive in nature and enable staff to respond to emergencies in an effective and efficient manner. All emergency plans must effectively coordinate with local law enforcement and emergency services.

In a major emergency, the primary concern of the Department is the protection and safety of the public, staff, visitors, and offenders. Staff actions must be guided by the intent to save lives and prevent injuries in every possible case.

A. General Procedural Issues

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Each facility/program administrator must develop and maintain emergency response plans and post orders in accordance with a system which has been approved by the Department..

B. Helena Office and Facility/Program Administrators' Authority

1. Helena Office staff's primary role in any facility/program major emergency is resource acquisition, communication with government officials, and to provide support as necessary.
2. The responsible facility/program administrator has full authority to respond to any major emergency situation. The facility/program administrator must inform the Department Director or designee at the earliest possible time of any major emergency.

C. Emergency Preparedness Goals

The following goals should be addressed in the development of all emergency preparedness plans and in the resolution of all major emergencies:

1. **Isolate** and **contain** emergency situations as quickly as possible.
2. **Establish control** and **restore order** as quickly as possible.
3. **Maintain personal safety** of:
 -  innocent bystanders (general public, visitors)
 -  staff
 -  hostages, and
 -  offenders.
4. **Resolve all emergencies with the appropriate use of force** in accordance with Department policy.
5. **Preserve evidence** and **facilitate prosecution** of criminal acts.
6. **Prevent escapes** during emergency operations.
7. **Ensure emergency medical care** is provided to staff and offenders.
8. **Conduct review** (critical incident review) after a major emergency to assess the effectiveness of the plan and staff response.

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9. **Ensure reprisals are not taken** against offenders/staff; and
10. **Maintain informative news contacts** with the media.

V. CLOSING:

Questions concerning this policy shall be directed to the Emergency Preparedness Coordinator at each facility/program or the Department Emergency Preparedness Coordinator.